

DATE: August 1, 2003

TO: Records Management Distribution

FROM: Sharon Evelin  
Acting Departmental Records Officer, IM-1

SUBJECT: RM03-19-NWM 25.2003 Clarification on GAO approval requirements for records schedules

FYI - The following memo will help clarify some things in the 115 approval process.

Sharon Evelin  
Acting, Departmental Records Officer  
Office of Business and Information Management, IM-11

-----Original Message-----

From: RM Communications [mailto:RM.Communications@nara.gov]  
Sent: Thursday, July 31, 2003 10:45 AM  
To: Evelin, Sharon; Frey, Susan  
Subject: NWM 25.2003 Clarification on GAO approval requirements for records schedules

July 31, 2003

NWM 25.2003

MEMORANDUM TO FEDERAL RECORDS OFFICERS: Clarification on GAO approval requirements for records schedules

The General Accounting Office (GAO) administers the Policies and Procedures Manual for Guidance of Federal Agencies. Title 8: Records Management in this manual requires that agencies must obtain specific GAO approval if they want to hold program records for less than 3 years or other records for less than the retention periods outlined in NARA's General Records Schedules (GRS). Pursuant to a June 13, 2003, letter from GAO to the Deputy Archivist, GAO has determined that its approval is no longer necessary for schedules where the only change is in record media.

However, NARA guidance still requires agencies to submit a SF-115, Request for Records Disposition Authority, when an agency automates its recordkeeping system and the resulting electronic records are not covered by the GRS. We are re-examining this policy and will notify you of any changes

Questions regarding the scheduling process in general or the scheduling of specific records should be discussed with your appraisal archivist. More information about NARA scheduling and appraisal agency assignments may be found at [http://www.archives.gov/records\\_management/policy\\_and\\_guidance/work\\_groups.html](http://www.archives.gov/records_management/policy_and_guidance/work_groups.html).

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